

**eZ-Audit**  
**Use-Case Specification 6: View Institution Profile**

**Version 3.0**

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Use-Case Specification 6: View Institution Profile	Date: 08/05/2002
Use Case 6	

## Revision History

Date	Version	Description	Author
07/17/2002	1.0	Final version created for 7/17 deliverable submission.	Matt Portolese
08/05/2002	1.1	Revised version created for deliverable re-submission	Matt Portolese
04/24/03	2.0	Release 1 updates	Andre Sakaluk
01/16/04	3.0	Revised for Release 2.0 School Group requirements pertaining to Locator School indicators on the Institution Profile	Ben Lopez

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# Use-Case Specification 6: View Institution Profile

## 1. View Institution Profile

### 1.1 Brief Description

Any user will have the ability to view an institution profile. External users will only be able to view the institutions for which they have access rights. External users will link to the institution profile from their home page. Internal users will be able to view a profile for any institution. An internal user will link to the profile from the school summary page.

The institution profile is read-only through eZ-Audit and any information must be changed in eApp.

## 2. Flow of Events

### 2.1 Basic Flow

#### 1) General user actor selects “institution profile” function.

The system retrieves the information for the following fields from the database and pre-populates them in the profile page:

- Institution name
  - Type of institution
  - Address Line 1
  - Address Line 2
  - City
  - State
  - ZIP/Postal Code
  
  - Phone number
  - Fax number
  
  - TIN
  - DUNS Number
  - Fiscal Year End
  - President
  - President email
  - Financial Aid Admin
  - FAA email
  
  - Primary Accrediting Organization
  - Other Accrediting Organization
- FSA institutions are proprietary institutions and are identified in the system by the school type indicator field (type 3). A-133 institutions (public and non-profit) will not have this data. FSA institutions will display the following additional fields:
- Owner
  - Owner email

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School group data will also be retrieved for each institution. If an institution files consolidated financial statements with other schools, the school group data lists the other schools included in the statements. The following information will be retrieved about the school group:

- School Name
- OPEID
- Fiscal Year End
- Locator Indicator (indicates which institution represents the Locator School for the Group)

## **2) System presents the “institution profile” page.**

The user is shown a page with the fields listed above and their information from the system prepopulated and read - only. At the top of the page, breadcrumbs will be displayed to show the user where in the system they are and the following text will be presented:

“If any information listed below is incorrect, please go to [eApp](#).” (eApp text is a link to the eApp web application)

The user will then see the pre-populated fields from above and at the bottom of the page will be a table with the heading of School Group Data. The 3 fields listed above for school group data will be listed for any school that has filed a consolidated statement with the current institution.

## **3) The General User elects to return to their point of origin.**

The user clicks on the breadcrumb at the top of the content portion of the page that returns them to the home page for external users or the school summary page for internal users.

## **4) System presents the users point of origin page.**

The system returns the user to the page from which they originally accessed the institution profile.

# **3. Special Requirements**

No special requirements for this use case.

# **4. Preconditions**

## **4.1 Institution User accesses profile from their home page.**

An institution user will be able to view the institution profile from their home page. See extension point – Use Case 2 “View Submissions” for information on the external user home page.

## **4.2 Resolution User accesses profile from the school summary page.**

A resolution user will be able to view the institution profile from their home page. See extension point – Use Case 15 “Select an Institution” for information on the resolution user home page.

# **5. Postconditions**

## **5.1 Institution User returns to their home page.**

An institution user will return to their home page after viewing the institution profile. See extension point – Use Case 2 “View Submissions” for information on the external user home page.

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## 5.2 Resolution User returns to the school summary page.

A resolution user will return to their home page after viewing the institution profile. See extension point – Use Case 15 “Select an Institution” for information on the resolution user home page.

## 6. Extension Points

### 6.1 Use Case 2 “View Submissions”

Describes the home page of the external user.

### 6.2 Use Case 15 “Select an Institution”

Describes the home page of the resolution user.

## 7. Requirements

- GEN30 The System will support the administration of "read" access rights for Institution Users to their own institution data.
- GEN224 The system will prepopulate Institution Name using data stored in the PEPS database.
- GEN225 The system will prepopulate Type of Institution using data stored in the PEPS database.
- GEN226 The system will prepopulate Institution Address using data stored in the PEPS database.
- GEN227 The system will prepopulate Institution DUNS Number using data stored in the PEPS database.
- GEN228 The system will prepopulate Institution TIN Number using data stored in the PEPS database.
- GEN229 The system will prepopulate Institution Phone Number using data stored in the PEPS database.
- GEN230 The system will prepopulate Institution President using data stored in the PEPS database.
- GEN231 The system will prepopulate Institution Owner’s Name using data stored in the PEPS database when viewing FSA Institutions.
- GEN232 The system will prepopulate Institution’s Primary Accrediting Organization using data stored in the PEPS database.
- GEN233 The system will prepopulate Institution’s Other Accrediting Organizations using data stored in the PEPS database.
- GEN234 The system will prepopulate Institution Fax Number using data stored in the PEPS database.
- GEN235 The system will prepopulate Institution Fiscal Year End using data stored in the eZ-Audit database.
- GEN236 The system will prepopulate OPEID (Parent and Subsidiary) using data stored in the eZ-Audit database.
- GEN237 The system will prepopulate Institution Contact Person Name using data stored in the eZ-Audit database.
- GEN238 The system will prepopulate Institution Contact Person Email address using data stored in the eZ-Audit database.
- GEN239 The system will prepopulate Institution Contact Person Title using data stored in the eZ-Audit database.
- GEN240 The system will prepopulate Institution FAA Name using data stored in the PEPS database.
- GEN241 The system will prepopulate Institution FAA Email Address using data stored in the PEPS database.
- GEN242 The system will prepopulate Institution FAA Title using data stored in the PEPS database.
- GEN243 The system will prepopulate Institution President’s email address using data stored in the eZ-Audit database.
- GEN244 The system will prepopulate Institution School Group data (OPE Ids, Name, Fiscal Year end, School Group) using data stored in the PEPS database.

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- SCH GRP R20309 If an institution is a Locator School of a School Group, an indicator noting this will

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appear on the institution's profile.